

TREASURER

The board shall appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer shall take the oath of office at the meeting or no later than ten days thereafter.

It shall be the responsibility of the treasurer, in conjunction with the board secretary and the director of business affairs, to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report annually regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the treasurer to work with the secretary and the director of business affairs to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

If the treasurer is unable to carry out the duties required, it shall be the responsibility of the board secretary and the director of business affairs to carry out the duties of the treasurer until the treasurer is able to resume the responsibility or a new treasurer is appointed.

The treasurer shall be covered by a public employee bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.15, (2015).
281 Iowa Admin. Code 12.3(1).
1978 Op. Att’y Gen. 328.

Cross Reference: 202.2 Oath of Office
206.3 Secretary
704 Revenues

Approved: September 24, 1990
Reviewed: May 9, 2016
Revised: January 12, 2004